

## **Policy 1-010: University History**

### **I. Purpose**

- A. To provide (1) for annual reporting of the current year's activities (July 1 to June 30) in each college/school, department, division, center, or other administrative unit in the university, and (2) for a current chronology of university history.

### **II. Policy**

- A. The university archivist and historian is responsible for collecting and cataloging information relating to the history of the university.
- B. Each college/school, department, division, center, or other administrative unit in the university shall designate a person to prepare annually a report of the current year's activities and events in that administrative unit. The deadline for submission of these reports to the university archivist and historian is July 31. The president and vice presidents are responsible in their respective areas of supervision for the designation of persons to prepare annual historical reports.
- C. The university archivist and historian is responsible for providing training and advice as needed to the persons in the various administrative units who are assigned to prepare annual historical reports.
- D. The university archivist and historian is responsible for maintaining a current chronology of university history and for making copies of that chronology available by October 1 annually in the president's office, the public relations office, and the main library of the university.

### **III. Procedure**

- A. The university archivist and historian will provide an appropriate format and guide for the preparation of annual reports.

- B. The supervisor of each administrative unit will notify the university archivist and historian by August 1 of the person designated to prepare that unit's annual report for the ensuing year.

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*[Note: Parts IV-V of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]*

#### **IV. Contacts**

The designated contact officials for this Policy are:

- A. Policy Owner (primary contact person for questions and advice): University Librarian and Director
- B. Policy Officer: Vice President and General Counsel

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

*"A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "*

*"The Policy Officer will identify an 'Owner' for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of*

*University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... [and] bears the responsibility for determining which reference materials are helpful in understanding the meaning and requirements of particular Policies... ." University Rule 1-001-III-B & E*

## **V. History**

Current Version: Rev. 0

Approved: Institutional Council January 12, 1987